

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 00-10****TO: All Eligible Jurisdictions and Interested Parties****DATE: October 11, 2000****SUBJECT: Announcement of CDBG Housing Rehabilitation Workshops for FY 00/01****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend a CDBG Housing Rehabilitation Workshop. The dates and locations of the three workshop sessions are shown on the following page.

Workshop contents

These workshops will provide information to grantees on how to manage their CDBG Housing Rehabilitation grant. The focus will be on the ABC's of Housing Rehabilitation. Topics will include housing rehabilitation management team, loans, eligible activities, construction management, reconstructions, and more. The agenda will be the same for each workshop—see copy attached.

Who should attend:

These workshops are most important to those jurisdictions currently participating in the CDBG program. Local CDBG contract administrators and program operators should attend the workshop in their region. Travel to these workshops is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation at the workshops.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or your CDBG Field Representative.

Schedule of FY 00/01 CDBG Housing Rehabilitation Workshops

Date	Location
Tuesday, October 31	Frontier Senior Center 2081 Frontier Trail Anderson
Thursday, November 2	San Diego State Building 1350 Front Street Room B-107 San Diego
Thursday, November 9	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento

STATE CDBG PROGRAM
HOUSING REHABILITATION WORKSHOP FOR FISCAL YEAR 2000/01

AGENDA

9:30 - 9:45 a.m.

Introductions and Overview

- CDBG staff and audience

9:45 - 10:45

Setting Up Your Program

Housing Rehabilitation Program
What is Housing Rehabilitation?
What is a Dwelling?
Grant Management Team

Program Guidelines

General Administration
Emergency Repair Program
Loan Program
Target Area
Eligibility Requirements
Eligible Activities
Overcrowding
Ineligible Activities

Marketing

Break

10:45 –11:00

11:00 –12:00

Homeowner-Investor

Applicant Qualifications
Manufactured Unit
Annual Household Definition

Preparation of Work Write-ups

Homeowner
Work Write-up
Homeowner Property

12:00 –1:00

Lunch on your own

1:00 –3:00

Construction Process

Bid Documents
Bonding
Pre-Bid Walk-thru
Choosing the contractor
Pre-Construction Conference
Construction Management
CDBG Monitoring
Contractor –Homeowner Disputes
Questions and Answers

3:00 – 3:15

Workshop evaluation forms